

Report Date: 24 Jun 2013

**Summary Report for Individual Task
805C-42A-4033
Manage Mobilization Procedures
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are the Senior HR Sergeant and have received notice that you will be augmented by a Reserve Component (RC) unit while deployed. You are tasked to implement mobilization procedures ensuring personnel readiness is maintained. You have access to AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing), Army Personnel Policy Guidance (PPG) (www.armyg1.army.mil/militarypersonnel/ppg.asp) and DA Form 7425 (Readiness and Deployment Checklist). This task should not be trained in MOPP.

Standard: Implement mobilization and processing procedures and requirements that enhance personnel readiness and ensure the deployment of 100% of assigned unit personnel.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Never

Task Statements

Cue: A Reserve Component unit is being mobilized to support your unit during deployment.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify the processing procedures for a mobilization, by ensuring:

a. A mobilization packet is prepared for each Soldier that includes:

(1) DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces), if applicable.

(2) DD Form 1172-2 (Application for Department of Defense Common Access Card - Defense Enrollment Eligibility Reporting System (DEERS) Enrollment).

(3) Internal Revenue Service (IRS) Form W4 (Employee's Withholding Allowance Certificate).

(4) Marriage certificate with raised certification seal.

(5) Birth certificates of family members.

(6) DD Form 2558 (Authorization to Start, Stop or Change an Allotment).

(7) Veterans Affairs (VA) Form SGLV-8286 (Servicemembers' Group Life Insurance Election and Certificate).

(8) Family Care Plan, if required.

b. Provide Soldiers with deployment information.

c. Maintain Soldiers' mobilization packets on file.

d. Coordinate Legal counseling for Soldiers.

e. Maintain Soldiers' military personnel records on file.

f. Soldiers' Personnel Financial Record (PFR) for United States Army Reserve (USAR) and Army National Guard (ARNG) are maintained on file.

g. Soldiers' health records are maintained on file.

h. Annotate the security clearance roster with the correct data.

i. Take Appropriate action for Soldiers in a non-deployable status.

j. Update Soldiers family care plan, if applicable.

k. Ensure Soldiers have proper identification.

l. Conduct Pre-mobilization briefings.

2. Conduct Mobilization Processing Requirements.

a. Transfer Non-deployable Soldiers to another unit.

b. Release and recover attached Soldiers.

- c. Promote eligible Soldiers.
- d. Prepare Unit personnel rosters.
- e. Furnish copies of activation orders and personnel rosters to Soldiers, units, and other activities.
- f. Notify finance personnel of the unit's activation.
- g. Prepare a Soldier reassignment plan.
- h. Requisition eyeglasses, inserts, and hearing aids, as required.

3. Review Readiness and Deployment Processing Procedures.

- a. Identify medically disqualified Soldiers.
- b. Update Soldiers personnel, medical and dental records.
- c. Distribute records to the appropriate personnel sergeant.
- d. Verify the arrival status of Soldiers at the assembly site.
- e. Prepare DD Form 220 (Active Duty Report).
- f. Prepare Identification (ID) card documents for family members, as required.
- g. Verify the security clearance roster is updated.
- h. Prepare claims for Soldiers' travel from home to the assembly site.
- i. Conduct the mobilization briefing.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the processing procedures for a mobilization.			
2. Conducted Mobilization Processing Requirements.			
3. Reviewed Readiness and Deployment Processing.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-101	PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, MOBILIZATION,	Yes	Yes
	DA FORM 7425	READINESS AND DEPLOYMENT CHECKLIST	Yes	Yes
	DD FORM 1172-2	APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD DEERS ENROLLMENT	No	No
	DD FORM 1934	GENEVA CONVENTIONS IDENTITY CARD FOR MEDICAL AND RELIGIOUS PERSONNEL WHO SERVE IN OR ACCOMPANY THE ARMED FORCES	No	No
	DD FORM 2558	AUTHORIZATION TO START, STOP OR CHANGE AN ALLOTMENT	No	No
	VA FORM SGLV-8286	SERVICEMEMBERS GROUP LIFE INSURANCE ELECTION AND CERTIFICATE	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
805C-42A-4100	Integrate Legal Support	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4000	Analyze Personnel Readiness Management (PRM) Considerations	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ